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7 May 1976

MEMORANDUM FOR: Colonel White

1. Herewith my conclusions regarding a training and orientation program to precede assignment of Mr. [REDACTED] to general administrative duties within the DD/S organization and in close support of the DD/P. Some brief explanation of these conclusions is included.

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2. It is assumed that Mr. [REDACTED] will move to a job at the same grade as that now held by him, and further that he will be assigned to a general administrative position not within anyone of the Support Services. The position of Deputy Special Support Assistant/DDS, is illustrative of the type.

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3. Mr. [REDACTED] certainly requires no training within the scope of the Basic Orientation Course. It is equally clear that he should be provided a comprehensive orientation in the Clandestine Services organization and its various operational programs. In addition, Mr. [REDACTED] would benefit from a brief familiarization with the fundamentals of clandestine methods and techniques. These objectives can be attained most economically by enrolling Mr. [REDACTED] in the following training courses next scheduled on the dates indicated.

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Operations Support (Ops Phase) 28 May-8 June and 23 July-3 August
Clandestine Services Review 4-22 June and 13-31 August

4. Considering only the scheduled offerings of these courses it would be preferable that Mr. [REDACTED] report to DDS immediately prior to 23 July.

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5. In addition to the formal training indicated above, detailed familiarization and orientation regarding the Support Services organization, mission, functions, capabilities, limitations, etc., should be provided by means of briefings conducted by each of the DD/S Offices and Staffs. For this purpose a program of approximately 22 work days, is proposed as follows:

Personnel	5 days
Medical	1 day
Training	1 day
Security	1 day
Logistics	5 days

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Comptroller	5 days
Communications	1 day
Management	3 hours
Audit	3 hours
General Counsel	3 hours
Commercial	3 hours
PAGE	3 hours

6. The entire program of training outlined here totals approximately 47 work days. It should be noted that the formal training courses recommended above are also available 1 October (CNR) and 29 October (Ops. Support).

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